



Research Outcomes Systems (ROS) User Guide

Entering outcomes on ROS

There are three different methods for entering an outcome on the ROS system, the quick submit option for journal articles using a DOI or PubMed ID; the manual single outcome entry for all outcome types and the bulk upload for multiple outcomes. Video tutorials providing an overview of the steps are also available on the ROS system under the help section.

When available the digital reference should be used when entering a publication outcome on ROS. Journal articles can be submitted by simply listing the DOI or PubMed reference in the quick submit method. The digital reference will populate bibliographic fields automatically in both the single submission and bulk upload process, therefore minimising the data entry required.

Quick Submit

The quick submit method should be used for entering journal articles where the DOI or PubMed ID is known. This is available in contextual menu which appears by hovering over the grant title under the Manage Outcomes tab as shown below.



Research Outcomes System

Manage outcomes

Filter by Coun

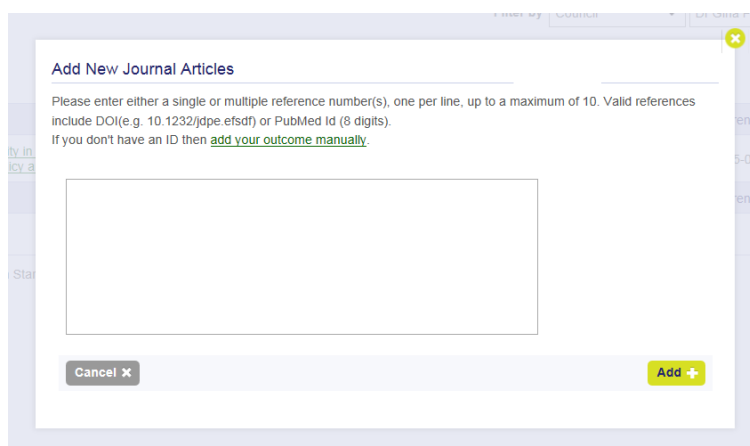
Showing 1 to 1 of 1 entries | 1

Council	Updated	Grant Title	Grant Holder
ESRC	22/11/2012	Children, transport and mobility in sub-Saharan Africa: developing a child-centred evidence base to improve policy and change thinking across Africa	<div>View grant detail</div> <div>Add single outcome</div> <div>Quick submit</div> <div>Edit key findings</div> <div>Manage existing outcomes</div>
Council	Updated	Grant Title	

Showing 1 to 1 of 1 entries | 1

© 2011 RCUK. All rights reserved. | [Principles of use](#) Polaris House North Star Avenue Swindon SN2 1UH email: [researchoutcomes@rcuk.ac.uk](#)

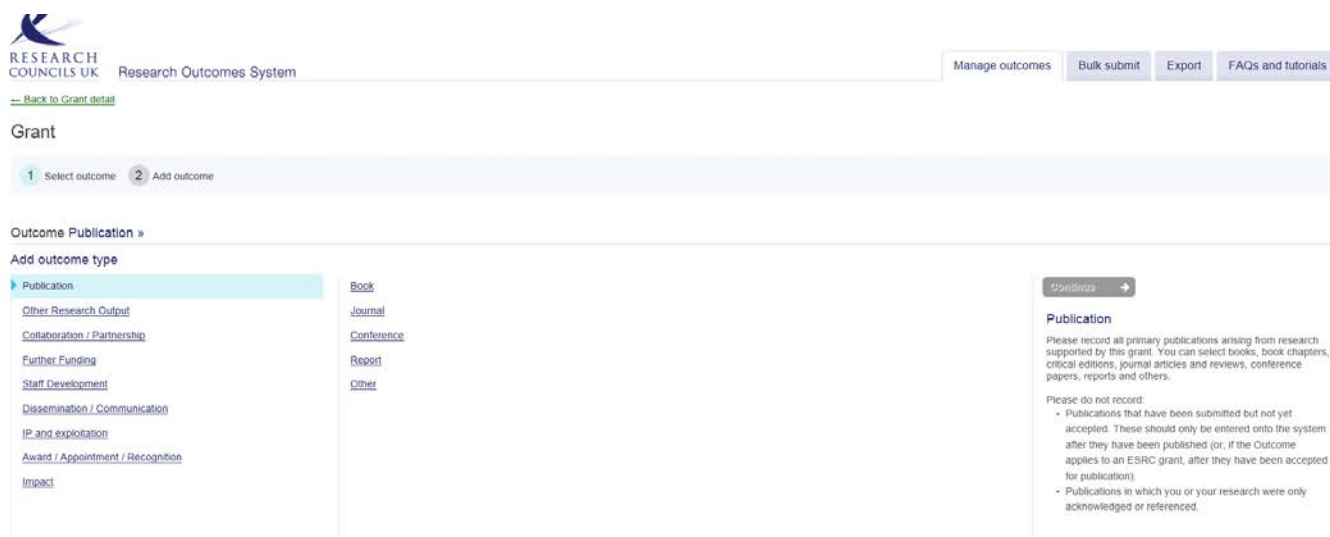
Up to a maximum of 10 DOIs or PubMed IDs can be entered at one time (one per line).



Single outcome

To enter a single outcome, after locating the grant, the 'add single outcome' should be selected in the contextual menu which appears by hovering over the grant title. The relevant outcome category should be selected, by clicking the 1st level this will reveal a 2nd level and so on. When all available levels have been selected the continue button will become active.

Under publication outcome type for example, there is the option of book, edited book, journal article, journal issue and review. The separate 'Guidance on ROS Outcome Types' document provides guidance on the specific outcome types which should be used for ESPA reporting.



All outcome types have a general information screen which must be completed, fields that include a red asterisk are mandatory. Further help on the type of information required in each field can be seen by clicking on the blue question mark icon.

Look up functionality has been included for all published outcomes types; by entering an ISSN (e.g. 0000-0000), ISBN (10 digits or 13 digits), DOI (e.g. 10.1232/jdpe.efsdf) or PubMed Id (8 digits)

reference number, the look up function will automatically retrieve details. This will automatically populate the title and contributor fields.

Grant

1 Select outcome 2 Add outcome

Outcome Publication » Journal » Journal Article

General Information Journal Article

Publication Identifier Look up

Title *

Description *

Language *

Contributor

First Name * Last Name * Role *

Additional Contributors

First Name * Last Name * Role * Add contributor

Save until later Save and Continue

Entering the Primary Contributor and Additional Contributors

The contributor will default to the Principal Investigator on the grant but can be changed, the type of contributor should be specified using the drop down menu according to the type of outcome, eg author for books and journals or editor for edited books. Co-contributors should be entered if these have not already been automatically looked up using a digital reference, again the type of contributor should be specified according to outcome type using the drop down menu.

Completing the specific details page

Once the general information has been entered and 'Save and continue' clicked, entry will move to the specific details required for the outcome. The fields in this section will vary according to the outcome type; again a red asterisk will mark those which are mandatory.

Submitting the outcome

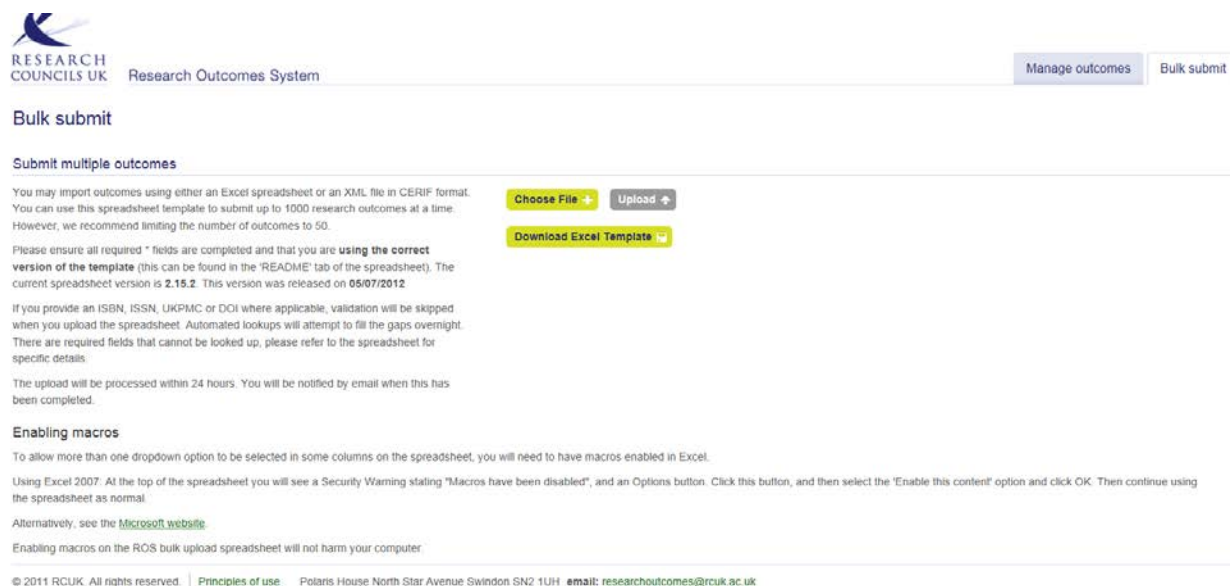
Clicking the Submit to RCUK button will send the data to be validated and submitted to RCUK and the outcome will then appear as awaiting review and then published if accepted.

Bulk upload

Multiple publication outcomes, including books, journals, conferences and reports can be added at one time to a grant using a spreadsheet template. To download the bulk upload spreadsheet template, click on the Bulk Upload tab and then on 'download Excel template' as shown below.

The README worksheet in the spreadsheet provides guidance on completion of the fields. All outputs entered on the Books, Journals or Conferences worksheets must have at least one of the following unique identifiers: *ISBN, ISSN, DOI, UKPMC*. If a DOI, ISBN or UKPMC reference is entered for an outcome the Title, Description and Contributor fields will be looked up automatically when the spreadsheet is uploaded. If a DOI or UKPMC ID is entered for any output, it is not necessary to

enter other bibliographic metadata such as Publisher, Page Reference, Title of Journal, Volume Number, Issue Number, Edition, and Date Published, as these will also be looked up automatically.



The screenshot shows the 'Bulk submit' page of the Research Outcomes System. At the top left is the Research Councils UK logo. To its right is the text 'Research Outcomes System'. On the top right, there are two buttons: 'Manage outcomes' and 'Bulk submit'. Below the header, the page title 'Bulk submit' is displayed. The main section is titled 'Submit multiple outcomes'. It contains instructions on how to import outcomes using an Excel spreadsheet or an XML file in CERIF format. It mentions that up to 1000 research outcomes can be submitted at a time, but recommends limiting the number to 50. There are three buttons: 'Choose File', 'Upload', and 'Download Excel Template'. Below these, it states that users must ensure all required fields are completed and that they are using the correct version of the template (2.15.2, released on 05/07/2012). It also mentions that validation will be skipped if ISBN, ISSN, UKPMC, or DOI are provided. A note states that the upload will be processed within 24 hours. A section titled 'Enabling macros' explains that macros must be enabled in Excel for the dropdown options to work. It provides instructions for using Excel 2007 and mentions a security warning. It also includes a link to the Microsoft website for more information. At the bottom, it states that enabling macros on the ROS bulk upload spreadsheet will not harm the computer. The footer contains copyright information for 2011 RCUK, a link to the 'Principles of use', the address 'Polaris House North Star Avenue Swindon SN2 1UH', and the email 'researchoutcomes@rcuk.ac.uk'.

RESEARCH COUNCILS UK Research Outcomes System

Manage outcomes Bulk submit

Bulk submit

Submit multiple outcomes

You may import outcomes using either an Excel spreadsheet or an XML file in CERIF format. You can use this spreadsheet template to submit up to 1000 research outcomes at a time. However, we recommend limiting the number of outcomes to 50.

Please ensure all required * fields are completed and that you are **using the correct version of the template** (this can be found in the 'README' tab of the spreadsheet). The current spreadsheet version is **2.15.2**. This version was released on **05/07/2012**.

If you provide an ISBN, ISSN, UKPMC or DOI where applicable, validation will be skipped when you upload the spreadsheet. Automated lookups will attempt to fill the gaps overnight. There are required fields that cannot be looked up, please refer to the spreadsheet for specific details.

The upload will be processed within 24 hours. You will be notified by email when this has been completed.

Enabling macros

To allow more than one dropdown option to be selected in some columns on the spreadsheet, you will need to have macros enabled in Excel.

Using Excel 2007: At the top of the spreadsheet you will see a Security Warning stating "Macros have been disabled", and an Options button. Click this button, and then select the "Enable this content" option and click OK. Then continue using the spreadsheet as normal.

Alternatively, see the [Microsoft website](#).

Enabling macros on the ROS bulk upload spreadsheet will not harm your computer.

© 2011 RCUK. All rights reserved. | [Principles of use](#) | Polaris House North Star Avenue Swindon SN2 1UH | email: researchoutcomes@rcuk.ac.uk

The main contributor or author should be entered in the Contributor First and Last Name fields. If there are additional contributors or authors, the drop down menu in the 'Has additional contributors' should be used to select 'Yes'. When the spreadsheet is uploaded to the system, there will be a prompt to complete the names of these contributors.

Once all the outcome information is entered, the spreadsheet can be saved and back on the upload screen, the 'Choose file' function will allow the file to be uploaded to the system. If the upload fails, details of the problem will be shown which should be corrected before trying to upload the spreadsheet again. Once the upload has been successful, additional contributors can then be added if required at this stage.